

Communities For Opportunity Initiative And Race to GED Partnership

Grant Application
Fiscal Year 2006-2007
Ending June 30, 2007

Background

The Communities for Opportunity (CFO) initiative is a state funded program to stimulate community enrichment through workforce development under the Race to GED initiative. The Office of Adult Education and Literacy of the Virginia Department of Education and the Office of Community Capacity Building of the Virginia Department of Housing and Community Development are partners in jointly administering the Communities for Opportunity program.

Purpose

The focus of the CFO partnership is to assist Virginia workers, who have not completed high school, in advancing through the Race to GED initiative to achieve a GED and subsequently enter or retain employment, and/or pursue post-secondary education or job specific training.

Recent studies show that workers have a greater chance of achieving job advancement through basic skills improvement. Basic literacy skills include the ability to read, write and speak English and to compute, think critically, and solve problems. In addition, employability skills (including a good work ethic) and social skills are necessary for effective performance in the workplace. Proficiency in these areas leads to upward mobility in the workplace.

The CFO partnership addresses the state's effort to expand the pool of skilled workers to fill the void caused by an increase in workforce skill requirements. The downturn of several economic sectors, plant closings and rapidly changing technology are just a few of the reasons accelerating the need to support workforce development.

The Office of Community Capacity Building and The Office of Adult Education and Literacy are seeking proposals to support workforce development throughout the Commonwealth. There is a particular emphasis on the areas of Southwest and Southside Virginia.

Eligibility

Eligible applicants for the CFO grants include adult education programs, community-based organization that work in partnership with adult education program as a fiscal agent, units of local government including educational institutions, and employers (as partners). All applicants must be an IRS recognized not for profit agency or have executed an agreement with an IRS recognized nonprofit or unit of local government as a fiscal agent.

Eligible applications will be evaluated based on the criteria outlined in Attachment A. Eligible programs seeking grant funds must serve residents in Virginia's non-entitlement communities listed in Attachment B

Funding Availability

A total of \$125,000 is available through the CFO initiative. Applicants can apply for and receive up to \$25,000 for the program year. Grant award amounts vary for each grantee. Previous grants have averaged approximately \$15,000

Application Instructions

Each application must contain the following:

- ☒ Applicant Information Sheet
- ☒ Statement of Need
- ☒ Definition of the target population, including geographic location of where participants **reside**
- ☒ Number of participants to complete the program
- ☒ Objectives and procedures for implementation with timetable and monthly benchmarks
- ☒ Detailed program budget including, sources and uses (match and grant funding)
- ☒ Evaluation of measurable outcomes
- ☒ Address Program Requirements A-E in grant proposal

Applications will be accepted until 5:00PM on Friday, May 26, 2006. One **original and two copies** of the grant proposal shall be submitted to:

Winfred Brown
Office of Community Capacity Building
Virginia Department of Housing and Community Development
501 North Second Street – Third Floor
Richmond, VA 23219

Submissions may be hand delivered or sent via mail. Submissions can also be transmitted electronically in Microsoft Word format **only if** all attachments are included. Faxed copies will not be accepted.

For further information, please contact Winfred Brown at 804-371-7076 or at winfred.brown@dhcd.virginia.gov .

Program Requirements

Applicants with a program of interest must include the following minimum requirements in the grant application:

A) Adult learner outcomes will include:

- Ability to understand and use oral and written communication skills.
- Ability to actively participate as a team member and understand and use critical thinking skills to make decisions.
- Ability to apply and understand mathematics.
- Ability to pass GED Tests and achieve GED/diploma.

B) Program Design will include the following:

- Curriculum demonstrates a direct relationship to workforce development
- Targeted adult learners are defined
- Proposed curriculum and program objectives will lead to job advancement
- Trainers or instructors must have experience in adult education instruction
- Technology will be integrated in instruction
- Evaluation Plan will include measurable outcomes
- Matching resources of 25% from local funds
- Experience in workforce development (reflecting strategy, accomplishments and progression)
- A plan for continuous process improvement is implemented

C) CFO Program should include the following Race to GED activities:

- Promotion of Race to GED initiative and recruitment of targeted adult learners to prepare for and take the GED Tests
- Assessment of adult learners for placement in Fast Track or GED Prep.
- Classes for adult learners that include Fast Track classes (pass the GED in 90 days or less) and GED Prep classes (pass the GED in 180 days or less)
- Increase GED testing opportunities for adult learners, including the expansion of the GED testing schedule and additional GED testing locations
- Opportunities for adults to receive career, employment, and postsecondary counseling and referrals

D) Priorities:

- Potential for the CFO program to have a positive impact on the economic development of the local/regional economy
- Potential for the CFO program to be a model for a sustainable statewide initiative

E) Preferences:

- Maintain a relationship with employers, particularly job-interview agreements
- Family Literacy component as appropriate

Applicant Information Sheet

Organization Name:

Organization's Mailing Address (include physical address if different from mailing address):

Contact Person

Title

Email Address

Daytime Phone

Fax Number

Website

Geographical Areas Served (by County, City, Census tract or Neighborhood):

Rating Scale Criteria

ATTACHMENT A

Communities for Opportunities

(Total scale equals 100 points)

Evaluation Criteria	Points
A) Documented partnership with area employers to interview Community For Opportunities program participants.	15
B) Proposed curriculum will provide for advancement in educational functioning level to attain the GED and subsequently obtain or retain employment and/or pursue post-secondary education or job-specific training.	17
C) Experience of applicant in successfully providing adult education and workforce readiness programs.	15
D) Explanation of how the CFO program's progress will be documented and expected outcomes verified.	13
E) Planned use of technology in delivering adult education instruction.	12
F) Statement of need documenting target population identified.	10
G) Developing a CFO model that includes creativity and innovation not featured in the applicant's present program.	10
H) Matching 25% resources detailed.	8
Total	100

CFO Program Eligible Localities

ATTACHMENT B

Cities	Dickenson	Prince George	Boykins
Bedford	Dinwiddie	Pulaski	Branchville
Buena Vist	Essex	Rappahannock	Bridgewater
Covington	Fauquier	Richmond	Broadway
Emporia	Floyd	Roanoke	Brodnax
Franklin	Fluvanna	Rockbridge	Brookneal
Galax	Franklin	Rockingham	Buchanan
Harrisonburg	Frederick	Russell	Burkeville
Lexington	Giles	Scott	Cape Charles
Martinsville	Gloucester	Shenandoah	Capron
Norton	Goochland	Smyth	Cedar Bluff
Poquoson	Grayson	Southampton	Charlotte Court
Radford*	Greene	Spotsylvania	House
Salem	Greensville	Stafford	Chase City
Staunton	Halifax	Surry	Chatham
Waynesboro	Hanover	Sussex	Cheriton
Williamsburg	Henry	Tazewell	Chilhowie
Winchester*	Highland	Warren	Chincoteague
	Isle of Wight	Washington	Christiansburg*
Counties	James City County	Westmoreland	Claremont
Accomack	King and Queen	Wise	Clarksville
Albemarle	King George	Wythe	Cleveland
Alleghany	King William		Clifton Forge
Amelia	Lancaster	Towns	Clinchco
Amherst	Lee	Abingdon	Clinchport
Appomattox	Louisa	Accomac	Clintwood
Augusta	Lunenburg	Alberta	Coeburn
Bath	Madison	Altavista	Colonial Beach
Bedford	Mathews	Amherst	Columbia
Bland	Mecklenburg	Appalachia	Courtland
Botetourt	Middlesex	Appomattox	Craigsville
Brunswick	Montgomery	Ashland	Crewe
Buchanan	Nelson	Belle Haven	Culpeper
Buckingham	New Kent	Berryville	Damascus
Campbell	Northampton	Big Stone Gap	Dayton
Caroline	Northumberland	Blacksburg*	Dendron
Carroll	Nottoway	Blackstone	Dillwyn
Charles City	Orange	Bloxom	Drakes Branch
Charlotte	Page	Bluefield	
Clarke	Patrick	Boones Mill	
Craig	Pittsylvania	Bowling Green	
Culpeper	Powhatan	Boyce	
Cumberland	Prince Edward	Boydton	

CFO Program Eligible Localities

ATTACHMENT B

Towns cont'	Leesburg	Saltville
Dublin	Louisa	Saxis
Duffield	Lovettsville	Scottsburg
Dungannon	Luray	Scottsville
Eastville	Madison	Shenandoah
Edinburg	Marion	Smithfield
Elkton	McKenney	South Boston
Exmore	Melfa	South Hill
Farmville	Middleburg	St. Charles
Fincastle	Middletown	St. Paul
Floyd	Mineral	Stanardsville
Fries	Monterey	Stanley
Front Royal	Montross	Stephens City
Gate City	Mount Jackson	Stony Creek
Glade Spring	Mount Crawford	Strasburg
Glasgow	Narrows	Stuart
Glen Lyn	Nassawaddox	Surry
Gordonsville	New Castle	Tangier
Goshen	New Market	Tappahannock
Gretna	Newsoms	Tazewell
Grottoes	Nickelsville	The Plains
Grundy	Onancock	Timberville
Halifax	Onley	Toms Brook
Hallwood	Orange	Troutdale
Hamilton	Painter	Troutville
Haysi	Pamplin City	Urbanna
Hillsboro	Parksley	Victoria
Hillsville	Pearisburg	Vinton
Honaker	Pembroke	Virgilina
Hurt	Pennington Gap	Wachapreague
Independence	Phenix	Wakefield
Iron Gate	Pocahontas	Warrenton
Irvington	Port Royal	Warsaw
Ivor	Pound	Washington
Jarratt	Pulaski	Waverly
Jonesville	Purcellville	Weber City
Keller	Remington	West Point
Kenbridge	Rich Creek	White Stone
Keysville	Richlands	Windsor
Kilmarnock	Ridgeway	Wise
La Crosse	Rocky Mount	Woodstock
Lawrenceville	Round Hill	
Lebanon	Rural Retreat	